PERMANENT COMMUNITY IMPACT FUND BOARD
Supplemental Form for Drinking Water and Waste water projects

The PCIFB and the Utah Department of Environmental Quality (DEQ) have entered into an agreement by which DEQ staff act as technical advisors to the PCIFB on drinking water and waste water projects. All applicants for proposed drinking water and waste water projects must provide sufficient technical information to DEQ to permit detailed technical review of the project. The PCIFB will not act on any drinking water or waste water project applications unless such a review from DEQ. If you are applying for a water or sewer project, you must complete this supplemental form.

Applicants for drinking water projects need only submit information on their water system.
Applicants for waste water projects need only submit information on their sewer system.
All applicants must complete the "Water Management & Conservation Plan" (pages 5-12)

APPLICANT NAME:_____

		DRINKING WATER	SEWER
a.	**Current Number of connections**		
	Residential connections	_____	_____
	Commercial connections	_____	_____
	Other	_____	_____
	TOTAL	_____	_____
b.	**Estimated Number of Connections in 20 years**		
	Residential connections	_____	_____
	Commercial connections	_____	_____
	Other	_____	_____
	TOTAL	_____	_____

c. Rate Schedule Used in Customer Billings
(Use space below to describe, in detail, your water and sewer rate structures. Include information on base rates and overage charges. If necessary, distinguish between residential and commercial rates).

d.	**Connection Fees – ¾ inch connection**	_____	$/ conn	_____	$/conn
e.	**Impact Fees – ¾ inch connection**	_____	$/ conn	_____	$/conn
f.	**System Income**				
	Typical Income to system from customer billings	_____	$/yr	_____	$/yr
	Typical Income to system from taxes	_____	$/yr	_____	$/yr
	Typical Income to system from connection fees	_____	$/yr	_____	$/yr
	Typical Income to system from impact fees	_____	$/yr	_____	$/yr

g. System Expenses

If available, please attach sheets showing the budgets of your drinking water and sewer systems. Alternately, you may complete the following.

	DRINKING WATER	SEWER
Annual Principal and Interest Payments on Debt		
Personnel		
Power (electricity, gasoline, etc.)		
Purchase of Water		
Maintenance, Supplies		
Treatment		
Other ( )		
Other ( )		
Other ( ) TOTAL		

h. Information on Secondary Irrigation Systems

Please provide this information if you are applying for a drinking water project. This information is needed to compute the total cost of water for your customers.

Does your service area include a secondary water system, either ditch or piped?

Yes No

If so, what percentage of your customers are on the secondary system?

Piped System _____ $/yr

Ditch System _____ $/yr

For each customer, what is the typical yearly expense for secondary irrigation service?

Piped System _____ $/yr

Ditch System _____ $/yr

i. Transfers To or From Other Accounts

Do you transfer funds **from** other accounts to balance either your water or your sewer budgets?

Yes No

If so, please describe below:

Do you transfer funds **to** other accounts from either your water or sewer budgets?

Yes No

If so, please describe below:

j. Depreciation

Please describe how your water or sewer system budget treats depreciation.

k. Please answer the following (drinking water projects only)

Does your water system have a master plan to guide growth in the next 20 years?

Yes No

If not, will you commit to create one? Yes No

Does your water system have an established replacement fund?

Yes No

If not, will you commit to create one? Yes No

Does your water system have an established backflow prevention program?

Yes No

If not, will you commit to create one? Yes No

Does your water system have an inverted rate structure to encourage water conservation?

Yes No

If not, will you commit to create one? Yes No

Does your system have a certified operator?

Yes No

If not, will you commit to obtain one? Yes No

Does your system have an emergency response plan?

Yes No

If not, will you commit to create one? Yes No

l. Please answer the following (sewer projects only)

Does your sewer system have a master plan to guide growth in the next 20 years?

Yes No

If not, will you commit to create one? Yes No

Does your sewer system have an established replacement fund?

Yes No

If not, will you commit to create one? Yes No

Does your sewer system have an inverted rate structure to minimize flows?

Yes No

If not, will you commit to create one? Yes No

Does your sewer system have a certified operator?

Yes No

If not, will you commit to obtain one? Yes No

Does your sewer system have an emergency response plan?

	Yes	No
If not, will you commit to create one?	Yes	No

m. Water Management and Conservation Plan

Attached to this supplement is a Water Management and Conservation Plan form. This must be completed. The Certification of Adoption (pg. 13) need not be signed at this time. However, if your application is successful, this must be signed before funds will be released.

n. Agency Contacts

DEQ contacts for review of PCIFB applications are:

Drinking Water Applications	Waste Water Applications
Karin Tatum Division of Drinking Water 150 North 1950 West Salt Lake City, Utah 84116 (801) 536-4205	Beth Wondimu Division of Water Quality 288 North 1460 West Salt Lake City, Utah 84116 (801) 536-6174

WATER MANAGEMENT & CONSERVATION PLAN

(Please read the reference at the end of the document for more information on each section.)

Name of Water Utility/Company

A. Background Information

A description of the water utility or company and its service area. General policies and goals of the water utility should be defined and explained. A description might include a history of the utility or company and mention of water development and management accomplishments. A map of the service area could also be included.

B. Existing Resources

This section includes an inventory of current water sources and infrastructure controlled by the water utility or company. Include water right information, hydrologic data, and a description of the physical facilities.

C. Current Water Use and Determination of Future Requirements – Water Management Issues and Goals

This section includes the historical patterns of water delivery and use by the water utility. Future water needs and infrastructure requirements based on growth projections should be identified. Comparison of current water supplies and future projections will reveal if and when additional supplies will be needed. List past water conservation measures as well as opportunities for improving the efficiency of water use. Indicate any opportunities to coordinate with other companies to develop and implement management conservation measures. List short and long term goals for efficient water use. Identify potential use of any water gained from reductions in use due to the implementation of the water conservation plan. The current and possible future water rates should be discussed in detail.

D. Identification of Alternatives to Meet Future Water Needs

Strategies to meet future demands beyond the limits of existing supplies or infrastructure should be identified. These strategies should include conservation alternatives as well as traditional water development plans. Economics and environmental impacts of the alternatives, including infrastructure requirements, should be determined and evaluated.

E. Evaluation and Selection of Alternatives

The alternatives investigated should be evaluated and prioritized to meet future demands. Reaction to the various alternatives from the public (or stockholder) can help guide the water utility or company in the selection and prioritization of alternatives to implement. The Public should be involved in all phases of the process.

F. Periodic Evaluation

The Water Management and Conservation Plan should be reviewed and updated periodically by the water utility or company to reflect new data and trends and gauge performance progress.

G. Associated Plans – Emergency Response Plan

As part of the WMC plan, short-term emergency water measures may be included to deal with drought, contamination or flooding that may temporarily affect water supplies. A good emergency response plan will identify these problems and provide for contingencies to meet the "short-term emergency" needs. Plans should identify events that activate the emergency plans.

H. List of Company Officers

Certificate of Adoption

We, _____, hereby certify that the attached Water Management and Conservation Plan has been established and adopted by our city council, board of directors, or stockholders on _____, 20__.

_____	_____	_____
Name	Title	Date

A. Background Information

A short, descriptive narrative of the water utility or company and its service area is needed. General policies and goals of the water utility should be defined and explained. A narrative might include a history of the utility or company and mention of recent water management accomplishments.

B. Existing Resources

This section should include an inventory of current water sources controlled either through water rights or contractual agreements by the water utility or company. Hydrologic data and analysis to support the quantification of firm yields, as well as the frequency and magnitude of shortages of supply, could be included as part of the documentation. This data describes the water supply with which a water utility or company has to respond to current and future demands.

Current infrastructure should be considered as part of the existing resource inventory.

C. Current Water Use and Determination of Future Requirements

This section would include the historical patterns of water delivery and use by customers of the water utility. Future water needs based on economic and population growth projections should be identified. And a time frame for future projections is needed. The water Utility or company should remember that the lead time for development of future supplies can be as significant for conservation methods as it is to develop new supplies.

Comparison of current water supplies and future projections will reveal if and when additional supplies will be needed. Infrastructure requirements such as conveyance, treatment and distribution systems for future needs should also be determined as part of this process.

D. Identification of Alternatives to Meet Future Water Needs

Strategies to meet future demands beyond the limits of existing supplies or infrastructure should be identified. These strategies should include conservation alternatives as well as traditional water development plans. Economics and environmental impacts of the alternatives, including infrastructure requirements, should be determined and evaluated.

E. Evaluation and Selection of Alternatives

The various alternatives investigated should be evaluated and prioritized to meet future demands. Reaction to the various alternatives by the public, or stockholder in the case of private water and irrigation companies, can help guide the water utility or company in the final selection and prioritization of alternatives to implement. The public or stockholder perception of the water management and conservation plan development will, in large part, determine the limits of implementation. The public should be involved in all phases of the process. This approach, while more difficult and time consuming, will provide a broader base of support for a final WMC plan.

F. Periodic Evaluation

The WMC plan should be reviewed and updated periodically by the water utility or company to reflect new data and trends and gauge performance and progress. This effort will ensure efficiency and timeliness of the plan.

G. Associated Plans – Emergency Response Plan

As part of the WMC plan, short-term emergency water measures may be included to deal with drought, contamination or flooding that may temporarily affect water supplies. A good emergency response plan will identify these problems and provide for contingencies to meet the “short-term emergency” needs. Plans should identify events that activate the emergency plans.